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REGULATION

PERSONNEL

FITNESS REPORT

Rescission: dated 21 January 1956

1. POLICY

- a. In order to provide a continuous record of supervisory opinion regarding its employees, as a management and planning aid, the Agency will evaluate the work performance and effectiveness of each staff employee and staff agent at least once each year.
- b. Heads of career services will direct the preparation, review, and forwarding of fitness reports concerning personnel under their supervision.
- c. Initial, reassignment, annual, and special fitness reports will be made on Form 45, of which a copy is attached. However, an evaluation in memorandum form may be substituted for Form 45 for employees in grades GS-14 and above.
- d. It is Agency policy that employees be informed concerning the effectiveness of their work. The annual fitness report will be shown to the employee concerned at the time it is completed except that the supervisor may elect not to show the report, other than a report supporting an adverse action, when one or more of the following conditions prevails:
 - (1) When, because of unusual circumstances at a field station, showing the report at a particular time would in the opinion of the Chief of Station adversely affect the interests of the Organization;

- (2) When, for medical or psychological reasons, it would be ill-advised to show the individual the report;
 - (3) When security considerations preclude showing the report;
 - (4) When the supervisor and the employee are so physically separated that it is impracticable to show the report.
- e. When the report is not shown to the employee, the supervisor will state his reason on the report. Final determination regarding the showing of the report will be made by the head of the career service concerned.

2. TYPES OF REPORTS

a. Initial Report

A fitness report will be prepared for each employee 9 months after his entrance on duty. This report is of particular importance in providing a record of the supervisor's evaluation of the employee before the completion of his 12-month trial period. The Office of Personnel will furnish to the administrative or personnel officer of each major component, on or before the 15th day of each month, a list of the headquarters employees for whom an initial report will be due within the next 30 days. An initial report may be deferred for a period not to exceed 30 days beyond the due date to provide the supervisor with additional time to evaluate an employee who has been under his jurisdiction less than 90 days.

- b. When an employee is to be reassigned, or is to have a significant change of duties not regarded as merely temporary, a fitness report concerning him will be prepared unless such a report has been prepared for some other purpose within 90 days. In the latter event, the new report may

be a memorandum confirming the previous evaluation.

- c. Whenever both the immediate supervisor and the reviewing official are reassigned, the last to depart will ensure, before departing, that fitness reports are prepared on all individuals immediately subordinate to that supervisor. When the interval since an employee's last report has been less than 90 days, the new report may be a memorandum confirming the previous evaluation.

d. Annual Report

A fitness report will be prepared annually for each employee, except when an initial, reassignment, or special fitness report has been made within 90 days of the annual report due date. An annual report may be deferred until the employee has been under the jurisdiction of the supervisor 90 days.

Schedule for Submission of Annual Reports

<u>Grades</u>	<u>For Period Ending</u>	<u>Due in Office of Personnel</u>
GS-13 and above	30 May	30 June
GS-11 through GS-12	31 August	30 September
GS-07 through GS-10	30 November	31 December
GS-01 through GS-06	28 February	31 March

e. Special Reports

A fitness report will be prepared whenever necessitated by a particular circumstance, such as a proposed action based on extraordinary merit, or completion of a short detail, a special assignment, or a probationary period.

3. ROUTING OF REPORTS

Fitness reports will be forwarded by the supervisor and the reviewing official through the head of the career service in time to reach the Office of Personnel in triplicate before the due date.